



New Jersey Department of Children and Families Policy Manual

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| Chapter: | A | Worker Safety | 10-18-2017 |
| Subchapter: | 1 | General | |
| Issuance: | 300 | Field Response Worker Safety Precautions | |

Purpose:

This issuance establishes the policy and procedure for Worker Safety.

Policy:

A) Worker Safety Responsibility

Workers must take precautions to assure his or her own personal safety when conducting fieldwork, particularly at night, in volatile situations, in high crime neighborhoods or isolated areas, or when intervening with individuals who may be under the influence of undue stress, mental illness, drugs or alcohol.

Procedures:

1) Precautions Workers should to take include:

- Becoming familiar with high crime areas in the county of service, and taking precautions when responding to calls in those areas;
- Being alert for danger when entering buildings, hallways, and private homes;
- Assessing the presenting problem, allegations, client personalities, being sensitive to personal risk factors. Obtaining NJS case data, consulting the assigned Worker, reporter (referral source), and collateral sources, when possible, for added insight. Taking precautions to assure personal safety, as necessary;
- Consulting, or seeking direct assistance from, or accompaniment by, local police authorities, when necessary;

- Taking a second Worker or a "Buddy" into the field and conducting a teamed response, when appropriate, see [CPP-IX-A-1-150](#), Teamed Field Response (Buddy System). Seek approval from Supervisor;
- Taking precautions against dog attacks, including carrying, and being prepared to use, dog repellent;
- Operating a safe vehicle; sometimes it's best to leave the car door open for easy/quicker access in times of emergency:
- Using the official New Jersey photo identification card to confirm identity when introducing self to clients and professionals;
- Being cautious when entering the Local Office alone especially after business hours. Securing the front door after entering the building (i.e., lock yourself in). Again securing the door upon leaving the building;
- If in a motor vehicle accident in a high risk or high crime neighborhood or area, lock the car doors and remain in the State vehicle until help arrives (unless remaining in a damaged vehicle presents risk of explosion or fire).